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## SUMMER NIGHT EVENT SERIES

# 2022 ART & CRAFT

## VENDOR APPLICATION

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**Date:** Multi-Event Dates

**See Page #2**

**Event Hours:** 6-9pm

**Location:** Main Street in Downtown Bothell

### PLEASE FILL OUT THE FORM COMPLETELY

Name of Business/Organization: \_\_\_\_\_

Contact Name (First & Last Name): \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

### RECOMMENDED BOOTH SET UP:

❖ 10x10 Space

❖ Table(s) & Chair(s)

❖ Bring Canopy Weights

❖ Décor/Booth Staging

**We will provide:** 10x10 tent if requested, event marketing, day-of event signage, event permitting and day-of event coordination.

Do you need a tent? ☐ Yes OR ☐ No

### VENDOR TYPE:

- ❖ Artists and craftspeople of all types are welcomed to apply
- ❖ You must be the creator of the work you are selling
- ❖ No imports, no resellers, no direct marketing vendors

☐ Craft

☐ Decorative Art

☐ Produce/Specialty Food

☐ Fine Art

☐ Commercial Art

☐ Interactive Activity

☐ Other: \_\_\_\_\_

### CHECK ALL THAT APPLY:

- ☐ We will be selling products at this event
- ☐ We will be providing giveaways at this event
- ☐ We will have an interactive activity at this event

**PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR PLANS FOR THIS EVENT.**

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**PLEASE CHECK WHICH EVENT DATE YOU ARE APPLYING FOR:**

CHECK BOX	EVENT DATE
	Friday, July 22 <sup>nd</sup>   6-9pm   Located on Main Street
	Friday, August 12 <sup>th</sup>   6-9pm   Located on Main Street

**GENERAL EVENT INFORMATION**

- ❖ There are limited booth spaces and it will take up to 10 business days to receive approval. Your application will be reviewed by our selection committee and we'll get back to you as soon as possible.
- ❖ Booth spaces will be assigned in a 10x10 outdoor space on pavement. Vendors must supply their own materials (canopy weights, tables, chairs, décor, etc.) and are responsible for all set-up and take-down. Vendors are required to stay in their assigned space for the duration of the event.
- ❖ We will not accept multilevel marketing vendors for this event. Vendors who plan to sell their handmade products/artwork at the art night must come equipped with proper merchandise/purchasing software.
- ❖ Vendors will be required to be set up and ready for patrons by 5:45pm; the event time will be marketed as 6-9pm. All vendors will need to find parking near Main Street but cannot obstruct traffic during load-in or load-out.
- ❖ There will be a \$30 booth fee for vendors selling goods at this event.
  - Cancellations must be submitted by email to the Event Coordinator two weeks prior to the event. Cancellations made after two weeks will not be eligible for refund or credit.
- ❖ The City of Bothell reserves the right to restrict items for sale that are deemed inappropriate and not in keeping with the mission of the Friday Night Event Series. Application Registration Fee will only be collected from vendors after acceptance.
- ❖ Approved vendors will be required to complete a hold harmless agreement prior to participation in the event.

Applicants are not guaranteed a vendor space until they receive official notice from  
Blaine Land, Recreation & Community Event Coordinator.

Vendor Signature: \_\_\_\_\_

**FOR QUESTIONS PLEASE CONTACT:**  
**Blaine Land, Recreation & Community Event Coordinator**  
*Blaine.land@bothellwa.gov*